

***United States Court of Appeals  
for the Sixth Circuit***

**VACANCY ANNOUNCEMENT 07-01**

October 26, 2006

**Position Title:** Administrative Support Staff

**Location:** U.S. Court of Appeals, 6th Circuit  
Office of the Staff Attorney  
Potter Stewart United States Courthouse  
Cincinnati, OH 45202

**Salary Range:** Salary Level CL 25 (\$35,732- \$58,141)  
depending on experience, salary, and qualifications

**Closing Date:** Open Until Filled

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**Position Overview:** This is a full-time position providing clerical and administrative support to the court unit and assisting individual staff attorneys in document production and case management. The incumbent will work closely with the staff attorneys, administrative support staff, other court units, and other courts. The incumbent will proofread documents prepared by a staff attorney for accuracy, consistency, grammar, and spelling; verify that all legal citations are current and in the correct format using *A Uniform System of Citation* (Harvard Bluebook), computer assisted legal research (*Westlaw and Lexis*), and *The Gregg Reference Manual*, advise staff attorney of any inaccuracies, discrepancies or subsequent case history which may affect the validity of the cited legal authority, and, at the direction of the staff attorney, edit the document accordingly. The incumbent will draft documents of transmission, orders, and other documents from rough copy or own notes for review and signature by staff attorneys. The incumbent makes summary entries in automated database systems; will receive, screen, and route mail and telephone calls to appropriate persons or offices; make copies of legal documents as needed; and perform other duties as assigned.

**Requirements:** Applicant must be a high school graduate or equivalent and must have two years of general experience and two years of specialized experience. Experience in similar court environment, state or federal, or in law firm or related legal business is preferred. Relevant post-secondary education may be substituted for some or all of the general experience requirements, on a year-for-year basis. Applicant must have basic automation skills, and be familiar with word-processing, simple database, and computer research applications. Applicant must possess advanced organizational skills, strong oral and written communication skills, initiative, discretion, and professional judgement. Applicant must also possess excellent interpersonal skills and the ability to interact with a broad range of people, including judges, attorneys, and court.

**Application Procedure:** Please submit a cover letter and résumé detailing your education and work experience. Please indicate on the cover letter, the reference number, the position title and your qualifications relating to the duties and responsibilities of the position. Submit to:

United States Court of Appeals, Sixth Circuit  
216 Potter Stewart United States Courthouse  
Cincinnati, OH 45202  
Attn: Micki Conroy

**THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.  
THE UNITED STATES COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER.**